

Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: Stacey, Shawn L. CIV USN GTMO <Shawn.Stacey@gtmo.navy.mil>
Sent: Monday, March 27, 2017 13:45
To: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220
Cc: Novotny, Robert E CIV CNRSE, N3
Subject: FW: HOUSING - PERSONNEL ENTRY INFORMATION SHEET
Attachments: HOUSING - PERSONNEL ENTRY INFORMATION SHEET.PDF

Elaine,

FYI so you are in the loop, Friday afternoon I received three SECNAV's from Mark for three FN's. So here is the process for them to get the SECNAV'S processed. Once I deliver to security the 45 days start.

R/Shawn

-----Original Message-----

From: Stacey, Shawn L. CIV USN GTMO
Sent: Monday, March 27, 2017 1:29 PM
To: 'Mark Strout'
Cc: Elizabeth Novoa
Subject: FW: HOUSING - PERSONNEL ENTRY INFORMATION SHEET

Mark,

Sorry for the last minute notice! But I have been at security and housing all morning. I need the attached form filled out for each individual you are sending SECNAV forms in on. Housing will not stamp the secnav form saying you have secured housing and security will not process until housing stamp is on here. You are going to have to set up housing for the three individuals you sent me paperwork on Friday..

A reservation number from Navy lodge or NGIS, also due to housing regulations you cannot temporarily use the addresses for the housing you currently have. I already asked that question. Once I get these back I can bring to security and get the SECNAV's started.

R/Shawn

-----Original Message-----

From: McCullough, Fiona J. CIV USN GTMO
Sent: Monday, March 27, 2017 1:16 PM
To: Stacey, Shawn L. CIV USN GTMO
Subject: HOUSING - PERSONNEL ENTRY INFORMATION SHEET

For your attention :)

V/r,

Fiona McCullough
Housing Office Assistant

Naval Station Guantanamo Bay, Cuba
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<https://www.facebook.com/housingdepartmentguantanamo bay>

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GUANTANAMO BAY NAVY HOUSING

PERSONNEL ENTRY INFORMATION SHEET

SPONSOR INFORMATION:

Sponsor: _____ Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

VISITOR INFORMATION:

Last, First, Middle: _____ Branch/Company: _____

VISITOR TYPE: [Circle One]

Military Civilian Contractor Dependent Official Visitor Personal Visitor

BERTHING LOCATION:

Family housing

Navy Lodge (NL)

NGIS

Unit #: _____

Reservation #: _____

Reservation #: _____

FLIGHT INFORMATION:

Arrival Date: _____

Depart Date: _____

CONTRACTOR USE ONLY

STATUS: New ☐ or Current ☐

Accompanied ☐ Unaccompanied ☐

Contract Number: _____

Family Member Names:

Company: _____

ACKNOWLEDGEMENT: [Signature]

****Must be signed by the sponsor (i.e. Military Member stationed in Cuba, DOD employee working in Cuba, or authorized contract representative. ****

SPONSOR: _____ DATE: _____

INSTRUCTIONS:

1. The Housing Office, Building 2295, will stamp clearances for those who will be berthed in Family or Unaccompanied Housing. For reservations with NGIS or Navy Lodge, stamps will need to be obtained from those locations.
2. All travelers to or from NAVSTA, other than active duty military on orders with ID card, are required to have a valid passport...NO EXCEPTIONS.
3. Block 14, Identity Source Documentation: Instructions state that two (2) documents are required; one of the documents MUST be a current passport. Additionally, any documentation noted will need to be presented when checking in for your flight.